



HR MODERNIZATION PROJECT

DEPARTMENT OF PERSONNEL ADMINISTRATION

Governor Edmund G. Brown Jr.



February 8, 2011

Agency Secretaries
Department Directors

Subject: **Best Practices Guidelines for Training**

In 2010, the Department of Personnel Administration (DPA) and the HR Modernization Project (HR Mod) in partnership with [State Training Officers](#) established [Best Practices Guidelines for Evaluating Training](#). We are pleased to announce that in addition to Sacramento State University's [Leadership Portfolio](#), the "[Basic Supervision Part I and II](#)" [training courses offered by Cooperative Personnel Services \(CPS\)](#), and the [Los Rios Government Training Academy's "Supervising for Performance"](#) offered through the State Personnel Board now meet the State of California's Best Practices guidelines for training providers.

A key goal of DPA and HR Mod is to partner with training providers and internal State Training Officers to build return on investment strategies, current occupational, and program needs into training solutions provided to State employees.

CPS and Los Rios have updated and revised their Basic Supervision training course as follows:

- **Modular** – Attendees can attend just the training they need.
- **Updated and relevant** – New rules and regulations, and management and supervision techniques have been added to the training.
- **Consistent with training mandates** – The training is compliant with time requirements and topics outlined in [Government Code Section 19995.4](#).
- **Performance and Results Oriented** – The courses include pre and post skill and performance evaluations; build in industry best practice training methods, measure skill transfer and application of the training back on the job, and help to ensure the training is right for the individual and the organization.
- **Competency-based to include current HR tools and training** – Includes the newest Human Resources methods and practices to create a high performing, nimble workforce.

These are difficult fiscal times and investing in training and development may prove difficult. We encourage departments and agencies to choose their training investments wisely by selecting training solutions that tie to individual and organizational needs and demonstrate their value. Basic supervision training helps the State of California build

the skill sets of our current and future first-level supervisors during the retirement of the Baby Boomer generation.

To assist departments, numerous free and on-line resources have been posted on the DPA website such as:

- [Free Downloadable Basic Supervisory Training Curriculum for Departments and Employees](#)
- [Supervisors Virtual Help Desk](#)
- [Guide to Preparing to Become a First Level Supervisor](#)
- [Free Resources for Basic Supervisory Training](#)
- [Mentoring Programs in State Government](#)

Statewide policies have been released that provide for on-line learning to meet supervisory training mandates. More resources will be posted in the near future. If you have any suggestions or questions, please feel free to contact our Statewide Learning and Performance Management Officer, Jodi Traversaro at JodiTraversaro@dpa.ca.gov or (916) 324-3860.

Sincerely,

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Raye Zentner, Executive Project Director
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cc: Personnel Officers
Training Officers
Workforce Planners